

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### BEHAVIORAL HEALTH CONTRACT MONITOR

Role Title: Program Administration Specialist II

Position # 00804

Pay Band 5, Level II - Hiring Range: \$40,959 - \$78,000

**Closing Date: November 13, 2012**

This agency seeks a highly motivated individual who will be responsible for managing contracts, either through risk or non-risk contract agreements, for DMAS behavioral health services on a day-to-day basis to ensure compliance with all contract provisions and performance management outcomes. Duties include contract oversight, ongoing monitoring, and compliance with federal/state regulations and Virginia Medicaid policies within the Policy and Research Division's Behavioral Health Unit. The successful candidate must have considerable professional experience and knowledge of healthcare programs, behavioral health care practices and experience with client and provider education, as well as comprehensive knowledge of healthcare delivery systems, behavioral health terminology and reimbursement methodologies. Must have demonstrated ability to analyze data and resolve problems, research and identify changes in program requirements and policies, as well as interpret state, federal, and DMAS policy. Requires demonstrated ability to lead workgroups and implement large complex projects. Requires demonstrated ability to organize and prioritize work assignments and work independently. Must have demonstrated ability to communicate effectively with stakeholders and participants, including facilitating meetings and writing comprehensive reports. Must be proficient using PC for word processing, spreadsheet applications, statistical reporting and automated databases. Experience with Medicaid/FAMIS programs preferred. Master's Degree in health care, public health, business or health administration is strongly preferred; extensive experience in health care contracting or in a health care insurance setting desired.

#### ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

#### Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://dmasva.dmas.virginia.gov/ab-position\\_vacancies.htm](http://dmasva.dmas.virginia.gov/ab-position_vacancies.htm)

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA